Contract Submission

General Information
Use this job aid to submit contracts to the CFAES Business Office, Columbus.

- This is for when we are providing the good or service to someone else. Typically in these situations we are the ones being paid, however your contract may be for $0.00 and this process would still apply.
- This is for all agreements that need to be signed including contracts, grants, MOU’s, MOA’s, etc.
- Note: For Space Use Agreements or Purchasing Contracts (where we are buying something or paying someone) use the eRequest Job Aid for Purchase Orders: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

These submissions will be routed to Angie LeMaster. Phone: 614-292-6470, Fax: 614-688-0529

Process
1. Gather all of the documents that you need to submit in an electronic format (ex. PDF, Excel, Word).
2. Navigate to [https://erequest.osu.edu](https://erequest.osu.edu). All University employees have access to this site using their OSU Internet Username and Password.

The system isn’t purposely designed for contract management so there are few modifications to the normal entry process that will be outlined in this help document.

3. Click New.

4. Your Contact Information will default. If you are requesting this for someone else (like a support staff entering for an educator) you can select Lookup Employee and find that person’s name.

Note: If you don’t see a “Lookup Employee” option email [buxton.26@osu.edu](mailto:buxton.26@osu.edu) for access.
5. Choose the **Purchasing/Payment Option** of Internal Order. Select Internal Order even if your Contract is with an outside agency.

6. Type the word **Contract** into the Quote ID field. Type the word contract even if it is for a grant or an MOU or an MOA, etc.

7. Enter the **Short Project Title or Short Description** for your document.

8. Enter the **Estimated Amount**. This amount would be the total estimate amount expected for the project. It is a required field even if you put in a zero dollar contract. See three examples for how to enter this below.

9. Enter the **Sponsor Name or Affiliated Party Name**

   Note: Ignore the note that says the vendor isn’t a current internal vendor.

10. Enter the **Address** where you would like the contract to be mailed. If a scanned copy is ok enter the email address.

11. Optional: Enter any additional information in the **Additional Info** section.

12. Enter a basic **Business Purpose** for the contract.
13. Use the *Add* button to add your contact and any associated documents. Add here what you would normally send via email to Jackie.

14. In the Funding Source *enter your Department Org Number*. This will route your transaction for your ORG Approver for approval before flowing to Jackie. If you are a Director this will be approved by your Supervisor or their office.

15. Enter your *Org Number* in the Chartfield Section. The Chartfield isn’t optional (even if the system tells you it is).
   *Choose the *Business Unit* for the Contract – usually UNIV.*
   *Enter a *Fund number* that you plan to deposit the money into (usually a 0xxxxx, 5xxxxx, or 3xxxxx). If you don’t know the appropriate number just use the fund number you use for your normal mileage submission or ask your Unit’s support staff.*
   *Enter account number 40405. Enter this every time regardless of what type of contract it is.*

   *Note: Don’t worry if you get these wrong - it isn’t important for processing your transaction. You just need to enter values that exist so that it will be able to be approved.*
16. Click **Continue**

17. **Review the Submission.** Make sure you selected Internal Order, the Quote ID says Contract and you have changed the Requested For name to the person that will be able to answer questions about the contract. Then Click **Submit for Approval**.

18. Your Org Approver (or Supervisor for Directors) will automatically get an email to approve your transaction and once approved it will automatically route to Jackie for processing.

You can revisit your submission by referencing your ORG in the Search page of eRequest or by the Unique PR number listed at the top of the confirmation page.

You can add documents and comments throughout the process and also see comments entered by Jackie regarding its status.

You can edit or Cancel your submission until it has been approved.
Normal Contracts take from 2-4 weeks for signature. Work with Jackie if you need special care with your contract.